



Music Forward Foundation

Marketing Content Coordinator – Part-Time

About Us

Music Forward transforms young lives, inspires careers, and champions a more inclusive music industry. Music Forward bridges our communities to the music industry, empowers ambition, and creates momentum to redefine what is possible for the youth and industry we serve. **Music Forward invites everyone to play a part in moving culture forward; join the movement by following @MusicForward and learn more at www.musicforwardfoundation.org.**

The Job

The Marketing Content Coordinator collaborates with the marketing team to produce engaging and impactful graphic design and video content that strengthens the brand connection with our diverse audience, including youth, educators, music industry professionals, volunteers, donors, and supporters. Under the guidance of the Director of Marketing, you will craft visual content that aligns with and enhances our marketing strategies.

As a flexible, creative-minded individual, you thrive in a dynamic team environment and bring skill in graphic design, video editing, and social media trends. Passion for music, community, and driving positive change is essential.

The coordinator role is a part-time position (20 to 25 hours per week) that reports to the Director of Marketing. The position is based in Los Angeles.

The Details:

- **Graphic design:** Creates designs that communicate key ideas effectively and updates media used in projects including Open Mic, Spotlight, newsletters, website, and special projects (i.e. - Inspired by Greatness, etc.).
- **Video editing:** Assists in post-production activities for video content by curating and editing clips, quotes, and images utilized in projects spanning video on demand, social media posts (i.e., Inspired by Greatness, Industry Advice), and other digital platforms.
- **Content Organization:** Organize design files and working folders to maintain an orderly and accessible archive of content.
- **Time Management:** Manage multiple projects efficiently within tight timelines.
- **Be an active member of our team:** Participate in the life of the organization through programs, concerts, networking and special events. Participate in required staff calls and meetings; provide general and administrative support for organization outreach and special events; additional duties as assigned.

What you bring

- Graphic design and video editing experience, including strong proficiency in creating content for websites and social media. Music Forward's current platforms are Instagram, YouTube, Twitter, Facebook, TikTok, Twitch, and LinkedIn. The website is built on WordPress.
- Fluency in Graphic/Video/Audio Software: Adobe Creative Suite, Final Cut Pro, or equivalents
- Proficient use of Microsoft Office Suite

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- Exceptional time management and organizational skills
- Has a growth mindset, open to training, feedback, as well as a self-driven learner
- High level of comfort working across a diverse staff and constituent base, and conscientious of reaching out with an inclusive voice
- Sound judgment and a commitment to high professional ethical standards
- Proven capacity to work individually and cooperatively as part of a team
- A personal cell phone and car or regular access to reliable transportation, and a willingness to travel in the community for site visits and events. Mileage is reimbursed per federal rates for work related travel (not regular commuting). A valid driver's license and proof of car insurance are required for business driving.
- Flexibility to work and travel for some early morning, evenings and/or weekends for programs and special events as needed

This is a hybrid, part-time (20 to 25 hours per week) non-exempt position with a wage of \$21 - \$23 per hour based on experience.

Music Forward is an Equal Opportunity Employer. We do not discriminate in recruitment, hiring, training, promotion, or any of employment practices for reasons of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

To apply: Email your resume and cover letter to jobs@musicforwardfoundation.org. Subject "Marketing Content Coordinator – YOUR NAME"